

F Employer Tuition Reimbursement Plan Application

Payment Option for UC Students

Complete this section if your employer reimburses YOU for tuition expenses.

If your employer wants to be billed directly by SU, submit a direct bill voucher—DO NOT complete this form.

Spring 2010 Tuition Due: June 15, 2010

Any SU student enrolled through UC who is using tuition reimbursement from their employer may be eligible to participate in this program. The program is offered only to students registered for courses held during the regular semester schedule. This option does not apply to the full-year ISDP Programs (M.A. and M.S.Sc) or noncredit programs.

Continued participation in the Employer Tuition Reimbursement Plan is contingent upon a satisfactory payment history. Syracuse University reserves the right to deny continued participation to anyone who has not complied previously with the terms of the program.

Program Policies

• Eligibility, as well as continued participation in the program, is contingent upon a satisfactory payment history. SU reserves the right to deny continued participation to anyone who has not complied with the terms of the promissory note. You, not your employer, are responsible for payment of your tuition by the date it is due.

- You must complete the application and promissory note below to be eligible for deferment.
- Your employer must sign this application in the space provided, verifying your eligibility for reimbursement. Letters from employers will not be accepted.
- This signed application must be presented to the Bursar/Registration Office with your mail, fax or in-person registration. Students who register via the web, must present the application within 7 business days of registering.

Please note: You are responsible for payment of your tuition by the date it is due.

Late charges will accrue on your student account if payment is not made by the due date. *Non-reimbursement to you by your employer by the date tuition is due is not an exception to this policy nor is non-receipt of a grade.* Tuition is charged for the course, not for a grade. You, not your employer, are responsible for paying your tuition on time.

Because each employer has specific policies and time lines for reimbursing their employees, we are unable to grant

extensions to the due date. We are unable to manage the program under such diverse schedules.

- The deferment is applied to your tuition only.
- You will be billed at the end of the term. The deferment period ends on the invoice due date. Invoices not received by the student due to incorrect or incomplete addresses will not constitute an exception to the due date. It is the student's responsibility to update his/her address with the Bursar/Registration Office.
- The deferment does not reduce your debt, it simply allows you to postpone payment of your tuition until after the semester.
- If for any reason you become ineligible for reimbursement by your employer, you must contact the UC Bursar and Registration Office at 315-443-4135 immediately.
- If, during the deferment period, there are payments made to your student account from any source (e.g., student loans, etc.) or you initially registered with a down payment, these payments will be applied to your unpaid tuition. These funds will not be refunded until your tuition has been paid in full.

Verification for Employer Tuition Reimbursement

Spring 2010

Date _____

Student Name _____ SU I.D.# _____

Permanent Address _____

City/State/Zip _____ Permanent Phone _____

No. of credits for which you plan to enroll: _____ Undergraduate _____ Graduate

Company Name _____

Company Representative's Name _____

Company Address _____

Company Representative's Phone No. _____

Signatures:

Company Representative's Signature

Student's Signature

I understand that, as the student, I am responsible for payment of my tuition even if I do not receive reimbursement from my employer for any reason by the tuition deadline.

I intend any facsimile of my signature on the promissory note as printed by Syracuse University's receiving facsimile machine to be equal to and enforceable as my original signature and that such a facsimile copy of this promissory note be deemed a counterpart to the original promissory note and, therefore, enforceable in court or other tribunal. (Return completed form with your registration.)

Employer Tuition Reimbursement Plan Promissory Note

Tuition Due Date: June 15, 2010

Please Print

SU I.D.# _____ Date ____/____/____

Name _____
LAST FIRST M.I.

I enrolled by web; on: _____
Date (MM/DD/YY)

Tuition Only	_____
Course Fees	_____
Total Due	_____
Balance Due	_____
Date Due	June 15, 2010

Student:
Keep a copy of this promissory note for your records.

In consideration for Syracuse University (the "University") permitting the Student to register and attend classes at the University without the University receiving full payment of Student's tuition, room, board and other charges, the Student and/or the Guarantor (referred to individually and collectively as "Obligor"), promises to pay to the order of the University the sum stated as 'amount due' by the 'due date' as stated on the University invoice or invoices (the "Note"). If full payment is not made by the 'due date', the Obligor shall pay a late fee. When the unpaid balance is \$499.99 or less, the late fee is \$65; when \$500 or more, the late fee is \$100.

In the event that the Obligor does not pay any invoice within 10 days after the invoice is due, the University may declare the entire outstanding balance of this Note immediately due and payable in full. Until all amounts due and owing on this Note are paid in full, the University may withhold the student's grades, transcripts, and /or diploma, and prohibit the Student from registering for any subsequent periods. If full payment is not made within 45 days from the initial invoice 'due date', the University may also cancel the Student's current and future registration, remove or bar the student from attending classes and retain all monies received.

In the event of any default on this Note, the University may set-off against sums outstanding on the Note all sums, deposits, credits, or other property belonging to the undersigned that may be in, or thereafter come into, its possession or control.

In the event that legal proceedings are commenced, the Obligor agrees that legal action may be brought on this Note in the State of New York with venue in a court of appropriate jurisdiction in Onondaga County and that the Obligor shall be personally subject to the jurisdiction of that court.

In the event of default, the Obligor shall pay on demand all costs of collection incurred by the University in connection with enforcement and collection of this Note, including reasonable attorneys' fees and disbursements.

The Obligor waives demand for payment, presentment, and all notices in connection with this Note, including, but not limited to, notice of dishonor and protest.

The Obligor intends any facsimile of his/her signature on this Note as printed by University's receiving facsimile machine to be equal to and enforceable as his/her original signature and that such a facsimile copy of this Note be deemed a counterpart to the original Note and, therefore, enforceable in court or other tribunal.

X

Student's Signature